



**Halifax Centre Board of Directors - Minutes of Meeting  
16 March 2018  
SMU, The Atrium, Room AT306 (6:45 - 7:45 PM)**

**Present:** Paul Gray, Judy Black, Sean Dzafovic, Melody Hamilton, Andrew Frank, Pat Kelly, John Read.

**Regrets:** Dr. Roy Bishop, Paul Heath, Charles White.

**Guests:** Connor Gray, Gregg Dill, David Lane

**1. Welcome & Introductions**

Paul Gray welcomed members and guests at 6:45 PM. Quorum had been met. No additions to the agenda were suggested.

**031618MN – Mot01**

It was moved by melody Hamilton and seconded by Sean Dzafovic that the agenda be approved as circulated. CARRIED.

The Action Lists were reviewed.

a) April 2016

**Action 2** remains open.

b) May 2016

**Action 3** remains open.

c) September 2016

**Action 3** remains open and will be deferred to February 2018.

d) October 2016

**Action 16** remains open and will be deferred to February 2018.

e) March 2017

**Action 4** was closed. It was determined that until Paul Gray acquired the banner, that this action could not be completed. Paul would be asked when he arrives at the meeting.

f) May 2017

**Action 3** remains open.

g) November 2017

**Action 2** remains open.

h) December 2017

**Actions 2 &** are closed.

i) January 2018

**Actions 1, 2, & 4** remain open.

**Action 6** is closed.

i) February 2018

**Actions 2** remains open. Paul Gray has the banner information and will email it to John Read.

**Action 1, 3, 4, & 5** are closed.

**031618MN-Act01**

Paul Gray will email the particulars regarding the Halifax Centre banner to John Read.

Members were asked if there were any errors or omissions in the previous minutes; none were noted.

### **031618MN – Mot02**

It was moved by John Read and seconded by Andrew Frank that the minutes of 16 February 2018 be approved as circulated.  
CARRIED.

## **ONGOING ITEMS**

### **2. Upcoming Meeting Dates & Guest Speakers**

Meeting dates for May (Board & Members' meetings) and June (Board meeting only) dates will have to wait until April for confirmation.

**Tonight:** Movie: *The Spacewalk*

**April:** Rob Thacker, and perhaps Tony Schellinck

**May:** The excursion to San Pedro de Atacama (Judy & Jerry Black, Dave Chapman, Melody Hamilton)

**June:** SCO BBQ

With the New Moon on Wednesday, June 13, it was decided the SCO BBQ would be held Friday, June 15/18 with the rain date being Saturday, June 16/18.

The date was also determined for the June Board meeting that would not be held in conjunction with the BBQ. The date of Saturday, June 9, 2018 was set; location will be determined at a later date

### **3. Outreach Requests**

Dave Chapman had emailed a request that the Board take over the sales of the Explore the Universe (EtU) Guide. The first 20 have been sold. It was agreed that rather than order another box of 20 that an email would be sent to members to inquire about the interest in purchase. Once 10 names have been collected, an order will be placed. Melody Hamilton agreed to be the contact person.

### **031618MN-Act02**

Judy Black will email members via the Announce List to request they contact Melody Hamilton if they wish to purchase an EtU Guide.

Sean Dzafovic had forwarded information about HalCon 2018 to the Board. The first round of approvals for vendors is due the end of this month. It was agreed that depending on costs, an 8-foot table would be requested. Whether power would be requested depended on the price. Payment to HalCon is not required until our attendance as a vendor was approved. The decision on whether or not RASC Halifax Centre will attend will be made via email discussion.

### **4. Update from National Representative**

Pat Kelly reported the price increase to membership had been approved.

## **ITEMS FROM DECEMBER 2017 AGM**

### **5. Nominations for Treasurer**

Gregg Dill agreed to be nominated as the Treasurer for Halifax Centre; it was noted that he first had to be appointed as a director.

### **031618MN – Mot03**

It was moved by Judy Black and seconded by Patrick Kelly that Gregg Dill be appointed as a Director of the Halifax Centre Board of Directors for the remainder of 2018.

CARRIED unanimously.

Paul Grey and the other members in attendance welcomed Gregg to the Board.

### **031618MN – Mot04**

It was moved by Judy Black and seconded by Melody Hamilton that the appointment of Gregg Dill as the Treasurer of RASC Halifax Centre for the remainder of 2018 be approved.

CARRIED unanimously.

## **UPDATES / REPORTS**

### **6. Update: RASC Halifax Centre Website - platforms used by New Brunswick Centre & Sunshine Coast**

It was determined the website task team would determine the best platform and report at a later date.

### **7. Communication Plan**

Melody Hamilton, as Vice-President, volunteered to lead a task team to revise the Communications plan developed in 2016. The team would include Dave Chapman and Judy Black. To assist in this process, she asked a series of questions to identify the person(s) responsible for various aspects of RASC communications - Facebook, our website, YouTube, etc. Members agreed that Communications Plan would be added to the list of Ongoing Items in the Agenda. Information from the Board meeting (e.g., special events, observing dates, meeting dates and speakers) would then be sent out to those who are responsible for maintaining the various information sites.

#### **031618MN-Act03**

Judy Black will add *Communications Plan* to the list of Ongoing Items in the March and subsequent meeting agenda.

### **8. Board of Directors Reference Manual**

Judy Black thanked Pat Kelly and Jim Miller for their invaluable input prior to circulating the document to Board members. No additional comments had been received but she had made minor edits.

In making their suggested changes to the content, she recognized the Manual should be split into two components:

- a- Halifax Centre Board Reference Manual
- b- Halifax Centre Policy Manual

The Reference Manual would initially be provided in hard copy to Board members. It was also suggested that the design of the Centre website incorporate a Board-only component to facilitate Board access to the Reference Manual. The Policy Manual would be published on the RASC Halifax Centre website for all members to access.

#### **031618MN-Act04**

Judy Black will provide copies of the Reference Manual to Board Members at the April 2018 Board of Directors Meeting.

### **9. DRAFT: Policies Regarding Speaker Payment**

Judy Black noted there had been comments provided by Charles White and Dave Chapman. She provided a revised copy of the policy. Added was a definition of "Neighbouring Centre" and recommendations relating to speaker expenses. Along with minor word changes, clarification of meal and beverage reimbursements was made. Discussion provided additional edits.

#### **031618MN-Act05**

Judy Black will make the amendments and will circulate Version 5 of "*DRAFT G5: Policies & Recommendations Regarding Speaker Reimbursement for Halifax Centre Events*" to the April 2018 Board agenda.

### **10. Update: RASC Banner - cost and acquisition**

This was discussed in the review of the action list.

### **11. Update: Nova East**

Members of the Planning Committee include Judy Black (Chair), Melody Hamilton, Paul Gray, Pat Kelly, John Read, Chris Young, Dave Chapman, Gregg Dill (as newly appointed Treasurer), and Roy Bishop (consultant). Meeting was held Feb 17; next meeting is March 31. The date of August 10-13 versus the original date of August 10-12 was chosen due to height of Perseids on 12/13.

Keynote Speaker, at Roy's suggestions, will be Doug Cunningham, and it will be on Saturday evening. Paula Cunningham also agreed to be a speaker. Tony Schellinck will conduct the Ace Astronomer certificate program, and Paul Heath has agreed to conduct the sky tour and develop a youth program about "Mars". Dave Chapman is working diligently to acquire other speakers.

Revisions are being made to the web page content, and major revisions to the registration form have also been made. NEW this year are the Astronomer's Lounge and on-line registration. The BBQ and Astro-Breakfasts on Saturday and Sunday mornings are returning; menus to be decided.

## **12. SCO Repairs**

Members of the Centre had been forwarding suggested repairs and additions to the observatory. Paul Gray was working with Dave Lane and Blair MacDonald to determine energy requirements so that a recommendation for the electrical upgrade can be made. He reported that progress is being made.

## **NEW BUSINESS**

### **13. Honorary President**

Because to the time constraint, the discussion of the Position Description: Honorary President was postponed to the April 2018 meeting.

#### **031618MN-Act06**

Judy Black to add "*DRAFT PD12: DRAFT RASC Halifax Centre Honorary President*" to the April 2018 Board agenda.

Paul Gray stated that Dr. Roy Bishop has sent notification that as of December 31, 2018 he is stepping down as Honorary President and is providing the Nominating Committee the remainder of the year to identify his replacement. Dr. Bishop has served in that capacity for the past 20 years and has served the Centre very well.

#### **031618MN-Act07**

Members are to make recommendations for nominations for Halifax Centre Honorary President at the April 2018 Board meeting.

### **14. Board Contact Information**

Judy Black had requested clarification regarding the use of Board members contact information. Currently, "Contact Us" on Halifax Centre's webpage provides an email for the President (halifax@rasc.ca) and the Centre's mailing address. members agreed to the following clarifications:

- a) For sharing only among the Board of Directors: the complete Board of Directors contact information.
- b) For Nova Notes and RASC website: only Director position and name.
- c) For any other time when the RASC Halifax Centre Board of Directors list is requested and subsequently approved by the Board for distribution to another source: only Director position, name and email.
- d) The only exception to this policy is when information is required by the Registry of Joint Stock Companies.

### **18. Adjournment**

#### **011918MN – Mot05**

It was moved by Melody Hamilton to adjourn the meeting.

Meeting adjourned at 7:48 PM.

Respectfully Submitted,

Judy Black  
Secretary, RASC Halifax Centre